

# HISTORIC FLORIDA KEYS FOUNDATION, INC.

A Florida not-for-profit corporation

FEID: 65-0135871

Old City Hall, 510 Greene Street, Key West, FL 33040

Tel.: (305) 292-6718

Suncom: 464-6718

Fax: (305) 293-6348

Diane E. Silvia, Executive Director

April 1, 2011

Ms. Lisa Tennyson  
Grants Administrator  
Monroe County  
1100 Simonton St.  
Key West, FL 33040

Dear Ms. Tennyson:

The Historic Florida Keys Foundation provides professional staffing services to the Monroe County Historic Preservation Program. The Historic Preservation Commission reviewed applications for Special Certificates of Appropriateness for Monroe County as per the attached Memorandum of Agreement which articulates the Foundation's duties and responsibilities.

**Other activities accomplished this year by Historic Florida Keys Foundation staff include:**

Submitted a successful Historic marker application for the Gato building. A matching grant was then obtained from the State of Florida. The Historic Florida Keys Foundation provided the matching funds \$965.00.

Submitted an application to the State of Florida to determine potential eligibility of the Tavernier Historic District as a National Register District. District is considered potentially eligible.

Submitted an unsuccessful grant application to the State of Florida for two educational publications. Foundation then funded 100 copies of "Discovering Tavernier" for residents.

Staff is also recording other historic structures in Tavernier.

Staff attended the annual Florida Trust for Historic Preservation Conference and Certified Local Government Training sponsored by the Bureau of Historic Preservation.

For Fiscal Year 2012, the Foundation requests \$28,500, the same as last year. Funding will help reimburse staff's salary.

Very truly yours,



Diane E. Silvia,  
Historic Preservationist

**MEMORANDUM OF AGREEMENT**

**BY AND BETWEEN**

**THE HISTORIC FLORIDA KEYS FOUNDATION, INC.**

**AND MONROE COUNTY**

**TO ESTABLISH A COOPERATIVE PROGRAM FOR THE ADMINISTRATION OF THE MONROE COUNTY HISTORIC PRESERVATION PROGRAM PROVIDING FOR THE PRESERVATION AND ENHANCEMENT OF PROPERTIES OF HISTORICAL, CULTURAL, ARCHEOLOGICAL, AND ARCHITECTURAL MERIT THROUGHOUT UNINCORPORATED MONROE COUNTY.**

This *Memorandum of Agreement (MOA)* is made and entered into on the last date ascribed here below, by and between the *Historic Florida Keys Foundation Inc.* and *Monroe County*.

**WITNESSETH:**

WHEREAS, The Monroe County Year 2010 Comprehensive Plan (2010 Plan), which mandates the County to implement an historic preservation program, became effective on January 4, 1996; and

WHEREAS, The *Board of County Commissioners* of Monroe County, Florida, adopted *Ordinance No.022-1999*, on June 9, 1999, substantially revising Chapter 9.5, Article VIII, Sections 9.5-451 through 9.5-460, to provide for the preservation of historical properties throughout unincorporated Monroe County, Florida; and

WHEREAS, Section 9.5-460 of the Monroe County Code (M.C.C.) stipulates that *the Board of County Commissioners* may enter into an agreement with the *Historic Florida Keys Foundation Inc.* assigning it some, or all of the duties of the Planning Director under Article VIII, Sections 9.5-451 through 9.5-460, M.C.C., Archaeological, Historical, or Cultural Landmarks; and

WHEREAS, The *Monroe County Planning Department* does not have an Historic Preservation Planner to perform all of the duties assigned to the Planning Director by the *Historic Preservation Ordinance*; and

WHEREAS, The *Historic Florida Keys Foundation Inc.* has the expertise and budgetary assistance from Monroe County to perform the duties assigned to the Planning Director by the Historic Preservation Ordinance;

WHEREAS, This *Memorandum of Agreement (MOA)* outlines the process for implementing the historical resources components of the 2010 Plan as well as implementing *Ordinance 022-1999* and future BOCC actions relating to historical resources in Monroe County;

WHEREAS, the contents of this MOA are outlined in the following sections:

- 1.0 MOA Purpose;*
- 2.0 Planning Director's Responsibilities;*
- 3.0 Historic Florida Keys Foundation Inc. Responsibilities; and*
- 4.0 Funding*

THEREFORE, it is mutually agreed and understood that:

## 1.0 PURPOSE OF THE MOA

The purpose of this MOA is to provide a process for implementing the historical resources components of the 2010 Plan as well as implementing *Ordinance 022-1999* and future BOCC actions relating to historical resources in Monroe County. Goals addressed by this program include the following:

- 1.1 Effect and accomplish the protection and enhancement of buildings, structures, improvements, landscape features, and archeological resources of sites and districts which represent distinctive elements of the County's cultural, social, economic, political, scientific, prehistoric, and architectural history;
- 1.2 Safeguard the County's historical, cultural, archeological, and architectural heritage, as embodied and reflected in such individual sites, districts, and archeological areas;
- 1.3 Foster civic pride in the accomplishments of the past;
- 1.4 Protect and enhance the County's attraction to visitors and thereby support and stimulate the economy;
- 1.5 Promote the use of individual sites and districts for the education, pleasure, and welfare of the people of Monroe County; and
- 1.6 Acknowledge historic property with minimal cost to the property owner.

## 2.0 PLANNING DIRECTOR'S RESPONSIBILITIES

The responsibilities of the Planning Director under this agreement are as follows:

- 2.1 Provide application forms for *Designation, Certificates of Appropriateness, and Rescission of a Designation*;
- 2.2 Take in all applications at one of three permit counter locations: Plantation Key, Marathon and Key West;
- 2.3 Make a determination of completeness for all applications;
- 2.4 Accept payment for all applications;
- 2.5 Issue *Regular Certificates of Appropriateness*;
- 2.6 Notify applicants when their applications are either denied or require review by the *Historic Preservation Commission*;
- 2.7 Advertise and schedule meetings of the *Historic Preservation Commission*;
- 2.8 Forward appropriate application materials to the *Historic Florida Keys Foundation Inc.* for further action;
- 2.9 Notify applicants of *Historic Preservation Commission, Planning Commission* and *BOCC* resolutions;
- 2.10 Keep original records of all actions by the *Historic Preservation Commission* and those actions by the *Planning Commission* and *BOCC* relating to historic preservation and forward copies of these records to the *Historic Florida Keys Foundation Inc.* and make said files available to the public; and
- 2.11 Provide to the *Historic Preservation Commission* the services of the attorney assigned to the Growth Management Division.

### 3.0 RESPONSIBILITIES OF THE HISTORIC FLORIDA KEYS FOUNDATION INC.

The responsibilities of the *Historic Florida Keys Foundation Inc.*, under this agreement are as follows:

- 3.1 Provide professional support and technical assistance to the *Historic Preservation Commission* including:
  - 3.1.1 Prepare agendas, reports and resolutions for the *Historic Preservation Commission*;
  - 3.1.2 Present the above noted information (3.1.1) to the *Historic Preservation Commission* and be available to provide additional information relating to these matters at the meeting;
  - 3.1.3 Record, translate, and distribute the minutes of *Historic Preservation Commission* meetings;
  - 3.1.4 Keep duplicate records of all actions by the *Historic Preservation Commission* and make said files available to the public (the original records will reside with the *Planning Department* in the Marathon Government Center);
- 3.2 Provide professional support and technical assistance to the *Planning Commission* and *BOCC* for items relating to historic preservation including:
  - 3.2.1 Prepare reports and resolutions and present this information to the *Planning Commission* and the *BOCC*;
  - 3.2.2 Keep duplicate records of all actions by the *Planning Commission* and the *BOCC* relating to historic preservation decisions and make said files available to the public (the original records will reside with the *Planning Department* in the Marathon Government Center);
- 3.3 Provide educational opportunities for the members of the *Historic Preservation Commission*, *Planning Commission*, *BOCC*, County Staff and the citizens of Monroe County;
- 3.4 Provide grant-seeking and grant-writing services relating to historic preservation funding opportunities; and
- 3.5 Partner with local, state and federal agencies in applying for *Certified Local Government* status for the County and pursuing other opportunities for implementing the historical resources components of the 2010 Plan as well as implementing *Ordinance 022-1999* and future *BOCC* actions relating to historical resources in Monroe County as agreed upon by the Planning Director.

#### 4.0 FUNDING

Monroe County shall provide financial assistance in annual installments to the *Historic Florida Keys Foundation Inc.* for compensation for services provided to Monroe County under this agreement subject to annual appropriation by the *Monroe County Board of County Commissioners*.

IN WITNESS WHEREOF, THE PARTIES HERETO have executed this MOA, effective on the date last ascribed below.

By: *Jack London* Date: Nov. 11, 1999

Printed Name: Jack London

Director, *Historic Florida Keys Foundation Inc.*, Key West, Florida

Witness: *George W. Bow*

By: *Wilhelmina G. Harvey* Date: 11-17-99

Printed Name: Wilhelmina G. Harvey

Mayor, County of Monroe, State of Florida

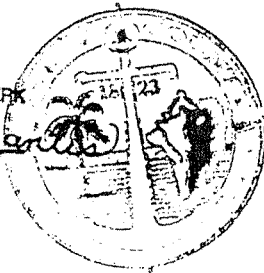
Witness: *Sheila N. Sutton*

(SEAL)  
ATTEST: DATE

CLERK

BY

*Sabell C. De Mott*



APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

BY

*[Signature]*  
Attorney's Office



# Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14  
R. 01/02  
05/04/05

85-8012540238C-8	07/19/2005	07/31/2010	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

HISTORIC FLORIDA KEYS FOUNDATION INC  
510 GREENE ST  
KEY WEST FL 33040-6623

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



## Important Information for Exempt Organizations

DR-14  
R. 01/02

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.039, Florida Administrative Code (FAC).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others by your organization of tangible personal property, sleeping accommodations or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, FAC).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third degree felony. Any violation will necessitate the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Central Registration at 850-487-4130. The mailing address is 5050 West Tennessee Street, Tallahassee, FL 32399-0100.



FILE NOW: FILING FEE IS \$61.25

NONPROFIT  
CORPORATION  
ANNUAL REPORT  
1998



FLORIDA DEPARTMENT OF STATE  
Sandra B. Mortham  
Secretary of State  
DIVISION OF CORPORATIONS

DOCUMENT # N338883 (2)

1. Corporation Name

HISTORIC FLORIDA KEYS FOUNDATION INC.



Principal Place of Business

Mailing Address

510 GREENE ST.  
KEY WEST FL 33040

510 GREENE ST.  
KEY WEST FL 33040

3. Date Incorporated or Qualified

08/25/1989

4. FEI Number

65-0135871

Applied For

Not Applicable

2. Principal Place of Business

2a. Mailing Address

21 Suite, Apt. #, etc.

26 Suite, Apt. #, etc.

22 City & State

27 City & State

23 Zip

Country

28 Zip

Country

24

25

29

30

5. Certificate of Status Desired

☐

\$8.75 Additional  
Fee Required

6. Election Campaign Financing  
Trust Fund Contribution

☐

\$5.00 May Be  
Added to Fees

7. Is this nonprofit corporation a homeowners association?

☐ Yes

☒ No

8. This corporation owes or has paid the current year Intangible  
Personal Property Tax due June 30.

☐ Yes

☐ No

9. Name and Address of Current Registered Agent

10. Name and Address of New Registered Agent

KEYS, LESLEE F.  
510 GREENE ST.  
KEY WEST FL 33040

81 Name

Jack L. London

82 Street Address (P.O. Box Number is Not Acceptable)

510 Greene St.

83

84 City

Key West

FL

85 Zip Code

33040

11. Pursuant to the provisions of Sections 617.0502 and 617.1508, Florida Statutes, the above-named corporation submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida. Such change was authorized by the corporation's board of directors. I hereby accept the appointment as registered agent. I am familiar with, and accept the obligations of, Section 617.0503, Florida Statutes.

SIGNATURE

*[Signature]*

(NOTE: Registered Agent signature required when reinstating)

4/20/98

12. OFFICERS AND DIRECTORS

13. ADDITIONS/CHANGES TO OFFICERS AND DIRECTORS IN 12

TITLE DVP  
NAME TOPPINO, DANIEL P  
STREET ADDRESS P.O. BOX 787 N/A  
CITY-ST-ZIP KEY WEST FL

☐ DELETE

1.1 TITLE C/D  
1.2 NAME TOPPINO, DANIEL P  
1.3 STREET ADDRESS P.O. BOX 787 N/A  
1.4 CITY-ST-ZIP KEY WEST, FL 33040

☒ Change ☐ Addition

TITLE D  
NAME KENDRICK, MELISSA  
STREET ADDRESS 200 GREENE ST.  
CITY-ST-ZIP KEY WEST FL 33040

☐ DELETE

2.1 TITLE T/D  
2.2 NAME KENDRICK, MELISSA  
2.3 STREET ADDRESS 200 GREENE STREET KEY WEST, FL 33040  
2.4 CITY-ST-ZIP

☒ Change ☐ Addition

TITLE D  
NAME SMITH, GORDON  
STREET ADDRESS 1100 TRUMAN AVENUE  
CITY-ST-ZIP KEY WEST FL 33040

☐ DELETE

3.1 TITLE S/D  
3.2 NAME SCHMITT, BRIAN  
3.3 STREET ADDRESS 11100 OVERSEAS HWY  
3.4 CITY-ST-ZIP MARATHON, FL 33050

☐ Change ☒ Addition

TITLE ST  
NAME ADAMS, LUCIE F  
STREET ADDRESS 734 FLEMING STREET  
CITY-ST-ZIP KEY WEST FL

☐ DELETE

4.1 TITLE VC/D  
4.2 NAME CARTY, EDMUND EARL  
4.3 STREET ADDRESS P.O. BOX 513 N/A  
4.4 CITY-ST-ZIP Marathon, FL 33050

☒ Change ☐ Addition

TITLE D  
NAME LANNON, BERNADETTE  
STREET ADDRESS 137 FONTAINE DR  
CITY-ST-ZIP TAVERNIER FL

☐ DELETE

5.1 TITLE D  
5.2 NAME ADAMS, LUCIE F  
5.3 STREET ADDRESS 734 FLEMING STREET  
5.4 CITY-ST-ZIP KEY WEST, FL 33040

☒ Change ☐ Addition

TITLE D  
NAME EDMUND CARTY  
STREET ADDRESS P.O. BOX 513 N/A  
CITY-ST-ZIP MARATHON FL

☐ DELETE

6.1 TITLE D  
6.2 NAME SMITH, GORDON  
6.3 STREET ADDRESS 1100 TRUMAN AVENUE  
6.4 CITY-ST-ZIP KEY WEST, FL 33040

☒ Change ☐ Addition

14. I hereby certify that the information supplied with this filing does not qualify for the exemption stated in Section 119.07(3)(i), Florida Statutes. I further certify that the information indicated on this annual report or supplemental annual report is true and accurate and that my signature shall have the same legal effect as if made under oath, that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears in Block 12 or Block 13 if changed, or on an attachment with an address.

SIGNATURE:

SIGNATURE AND TYPED OR PRINTED NAME OF SIGNING OFFICER OR DIRECTOR

Date

Daytime Phone #